

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
PROFESSIONAL STANDARDS BRANCH
HEADQUARTERS/SACRAMENTO**

DUTY STATEMENT

JOB TITLE: SUPERVISING SPECIAL INVESTIGATOR I **POSITION #:** 472-542-8548-001
WORKING TITLE: LIEUTENANT

POSITION DESCRIPTION: The Supervising Special Investigator I supervise Investigators assigned to the Professional Standards Branch (PSB) of the Office of Protective Services (OPS). In this capacity, the Supervising Special Investigator I is responsible for managing and reviewing Internal Affairs investigations, and sensitive and complex investigations for the Department of Developmental Services (DDS); develops or consults on statewide policies and procedures for law enforcement and fire services; develops or consults on statewide law enforcement training programs; provides technical support, consultation and/or direction; and may conduct audits or quality assurance reviews of investigations completed by field investigators and peace officers assigned to the Developmental Centers (DC) and Community Facility (CF).

SUPERVISION EXERCISED: Directly supervises Investigators assigned to the Professional Standards Branch of the Office of Protective Services.

SUPERVISION RECEIVED: Under the direction of the Headquarters (HQ) Supervising Special Investigator II, and the Chief of OPS.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 50% Manages and coordinates Internal Affairs investigations into allegations of misconduct by OPS peace officers and non-sworn staff; manages and coordinates sensitive or complex criminal and administrative investigations into incidents that occur at the DCs/CF or at DDS headquarters. Manages and coordinates all background investigations such as sworn and non-sworn applicants for OPS recruitment, applicants for Family Home Agency (FHA) program, and Self Determination Program (SDP). Supervises investigators of Professional Standards Branch, and may conduct the most complex investigations for review by the HQ Supervising Special Investigator II and the Chief, OPS. Coordinates status updates on all PSB investigations in progress.
- 20% Assists the HQ Supervising Special Investigator II and Chief, OPS, through consultation, training of OPS staff, and review of policies and sensitive files.
- 20% Provides technical support and consultation to department personnel on issues involving law enforcement; reviews and evaluates reports prepared by other investigators; works with and secures the cooperation of federal, state, and local law enforcement agencies; makes physical inspections of departmental property and equipment and makes recommendations regarding actions; develops and maintains working relationships with court personnel and

department staff; files criminal complaints; and takes all actions necessary to investigate and prepare cases and appear as a witness in court or administrative proceedings.

- 5% Manages or coordinates administrative support functions that have statewide impacts, such as equipment purchases and maintenance. Ensures the HQ tracking log is maintained and updated continuously.
- 5% Prepares necessary reports and correspondence; evaluates the performance of staff members and provides an update to HQ Supervising Special Investigator II and Chief, OPS as needed.

WORKING CONDITIONS:

Works on a personal computer approximately forty (40) percent of the time reviewing/writing policies, investigations, and electronic communication. Performs other physical work associated with the performance of investigations; e.g., gathering documents/evidence, conducting/recording interviews, and traveling to other DDS locations. Maintain the ability and willingness to travel overnight, work holidays, weekends, and/or odd/irregular hours to respond/oversee the investigative incident(s) 24/7

DESIRABLE QUALIFICATIONS:

Knowledge of: The specialized functions of police, investigations and fire protective services as provided to the clients and staff at the DC/CF; criminal and administrative investigative techniques and procedures utilized in a variety of investigation types involving clients, employees, and others who visit the DC/CF; current practices of conducting Internal Affairs investigations involving alleged criminal and administrative misconduct by peace officers and non-sworn OPS personnel; the Commission on Peace Officer Standards and Training (POST) practices for conducting background investigations for law enforcement personnel; personnel and management practices of the civil service system; applicable criminal and administrative laws or regulations that pertain to OPS, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations; agencies who utilize and/or have contact with DC/CF, including but not limited to the Department of Health Services, Department of Justice, California Highway Patrol, Department of Mental Health, Regional Centers, and local law enforcement and district attorneys.

Ability to: Communicate effectively, both orally and in writing; Effectively supervise subordinate staff utilizing verbal and written direction, mentorship, and progressive discipline; Develop and maintain cooperative and harmonious relationships with the department, regional centers, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports, and establish and maintain project priorities.

CERTIFICATION OR LICENSE: Successful completion of the POST Basic Academy or POST Specialized Basic Course; Possess and maintain a current, valid California driver's license; possess and maintain a valid California Defensive Driving card.

JOB TITLE: Supervising Special Investigator I

POSITION #: 472-542-8548-001

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.